

HEALTH & SAFETY POLICY

Approved by: Robert Loughran Director FlowCore MEP Ltd

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SECTION 1 – HEALTH & SAFETY POLICY STATEMENT

1.1 Company Commitment

FlowCore MEP Ltd is committed to conducting all business activities in a manner that protects the health, safety and welfare of its employees, subcontractors, clients, visitors and members of the public who may be affected by our operations.

The Company recognises that effective health and safety management is an integral part of successful business performance and is committed to continual improvement in health, safety and environmental standards.

FlowCore MEP Ltd undertakes specialist electrical, mechanical, plumbing and infrastructure works throughout the United Kingdom including:

- HV & LV Distribution Systems
- Electrical Installations
- Switch Rooms & Substations
- Transformers & Switchgear
- Data Centre Infrastructure
- Mechanical Installations
- Hot & Cold Water Pipework
- Chilled Water Systems
- Plant Rooms
- Commercial Plumbing
- Solar Farms & Renewable Energy Projects
- Battery Storage Systems
- Cable Jointing & Terminations
- Emergency Cable Repairs
- Testing & Commissioning Services

The Company accepts its responsibilities under:

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- Work at Height Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002
- Personal Protective Equipment at Work Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Environmental Protection Act 1990
- All other applicable legislation and Approved Codes of Practice

1.2 Company Objectives

FlowCore MEP Ltd shall:

- Prevent accidents and work-related ill health.
- Provide safe systems of work.
- Eliminate hazards wherever reasonably practicable.
- Reduce risks through suitable control measures.
- Ensure competent supervision.
- Provide information, instruction and training.
- Consult employees on health and safety matters.
- Maintain plant and equipment in a safe condition.
- Monitor and review performance.
- Continually improve standards.

1.3 Director's Statement

Robert Loughran, Director of FlowCore MEP Ltd, accepts overall responsibility for ensuring this policy is implemented throughout the business.

The Director shall ensure adequate resources, supervision, training and support are available to enable all employees and subcontractors to undertake their duties safely.

Health and safety shall be considered during planning, procurement, installation, commissioning and maintenance activities and shall never be compromised by cost, programme pressures or operational demands.

Signed: Robert Loughran Director FlowCore MEP Ltd

2.0 ORGANISATION & RESPONSIBILITIES

2.1 Director – Robert Loughran

The Director has overall responsibility for health and safety within FlowCore MEP Ltd and shall:

- Ensure compliance with all applicable legislation.
- Provide adequate financial and personnel resources.
- Ensure competent persons are appointed.
- Review health and safety performance regularly.
- Promote a positive health and safety culture.
- Ensure suitable insurance arrangements are maintained.
- Ensure all incidents are investigated.
- Ensure corrective actions are implemented.

2.2 Project Managers

Project Managers shall:

- Ensure RAMS are prepared and communicated.
- Ensure competent personnel are used.
- Conduct site inspections.
- Manage subcontractors.

- Monitor compliance.
- Ensure welfare facilities are provided.
- Investigate accidents and incidents.
- Maintain site records.

2.3 Site Supervisors

Site Supervisors shall:

- Implement site-specific controls.
- Conduct toolbox talks.
- Monitor PPE compliance.
- Stop unsafe work activities.
- Ensure plant and equipment inspections are completed.
- Maintain housekeeping standards.

2.4 Operatives

Employees shall:

- Follow RAMS and safe systems of work.
- Use PPE correctly.
- Report hazards immediately.
- Report defective equipment.
- Cooperate with management.
- Never undertake work beyond their competence.

3.0 TRAINING & COMPETENCE

FlowCore MEP Ltd shall ensure employees receive appropriate training relevant to their role.

Training may include:

- ECS Card
- CSCS Card

- IPAF
- PASMA
- SSSTS
- SMSTS
- First Aid
- Manual Handling
- Working at Height
- Safe Isolation
- CAT & Genny
- Abrasive Wheels
- HV Authorisation
- Manufacturer Product Training

Training records shall be maintained and reviewed annually.

4.0 RISK ASSESSMENTS & METHOD STATEMENTS

FlowCore MEP Ltd shall undertake suitable and sufficient risk assessments for all activities.

Risk assessments shall:

- Identify hazards.
- Assess risks.
- Implement control measures.
- Be reviewed when conditions change.

Method statements shall:

- Describe the task.
- Identify risks.
- Define control measures.
- Identify emergency procedures.
- Be communicated to all personnel.

5.0 ELECTRICAL SAFETY

Safe Isolation Procedure

Before commencing work:

1. Identify the source of supply.
2. Inform affected persons.
3. Isolate the circuit.
4. Lock off.
5. Display warning notices.
6. Prove dead.
7. Retest the tester.
8. Commence work.

Live working is prohibited unless:

- It is unreasonable to work dead.
- A suitable risk assessment has been completed.
- Authorisation has been granted.

Electrical Testing

Only competent persons shall:

- Test circuits.
- Issue certification.
- Use calibrated instruments.

Testing shall comply with:

- BS7671
- Electricity at Work Regulations
- Client requirements

6.0 HIGH VOLTAGE & LOW VOLTAGE DISTRIBUTION

FlowCore undertakes:

- HV Switchgear
- LV Switchgear
- Transformers
- Panel Boards
- Distribution Systems
- Cable Installations
- Cable Jointing
- Testing & Commissioning

Additional controls include:

- Permit to Work
- Safe Switching Procedures
- Isolation & Earthing
- Competent Authorised Personnel
- Controlled Access

7.0 MECHANICAL SERVICES

FlowCore undertakes:

- Plant Rooms
- Chilled Water Systems
- Hot Water Systems
- Cooling Infrastructure
- HVAC Systems
- Pumps & Valves

Control measures include:

- Pressure testing procedures.
- Isolation procedures.

- Mechanical lifting plans.
- Manufacturer guidance.
- Commissioning procedures.

8.0 PLUMBING SERVICES

FlowCore undertakes:

- Commercial Plumbing
- Industrial Plumbing
- Hot & Cold Water Systems
- Pipework Installations
- Drainage Systems

Control measures include:

- Water hygiene procedures.
- Pressure testing.
- Contamination prevention.
- Safe use of power tools.
- Safe soldering and joining methods.

9.0 WORKING AT HEIGHT

FlowCore shall follow the hierarchy:

1. Avoid work at height.
2. Prevent falls.
3. Minimise consequences.

Approved equipment:

- MEWPs
- Podiums
- Scaffold Towers
- Ladders (short duration only)

Harnesses shall only be used by trained personnel.

10.0 EXCAVATIONS & UNDERGROUND SERVICES

Before excavation:

- Obtain drawings.
- Conduct CAT & Genny survey.
- Use permit-to-dig system.
- Mark services.
- Establish exclusion zones.

Excavations shall:

- Be supported where necessary.
- Be inspected daily.
- Be protected from public access.

11.0 CABLE REPAIRS & JOINTING

FlowCore provides:

- HV Cable Repairs
- LV Cable Repairs
- SWA Repairs
- Underground Cable Repairs
- Overhead Cable Repairs
- Cable Jointing
- Emergency Fault Response

Typical systems:

- Copper Cables
- Aluminium Cables
- XLPE Cables
- SWA Cables

Jointing methods:

- Heat Shrink
- Cold Shrink
- Resin Jointing
- Mechanical Connectors

All repairs shall be tested prior to energisation.

12.0 DATA CENTRE WORKS

Data centre projects require:

- Enhanced permit systems.
- Client coordination.
- Critical infrastructure protection.
- Change control procedures.
- Controlled commissioning.

Special consideration shall be given to:

- UPS Systems
- Generator Systems
- Cooling Infrastructure
- Redundant Power Systems

13.0 SOLAR FARMS & BATTERY STORAGE

FlowCore undertakes:

- Solar PV Infrastructure
- Inverter Installations
- Battery Storage Systems
- Grid Connections
- Transformer Installations

Controls include:

- DC isolation procedures.
- String testing.
- Earthing verification.
- Arc flash controls.
- Commissioning procedures.

14.0 PPE

Mandatory PPE:

- Safety Boots
- Hi-Visibility Clothing
- Hard Hats
- Safety Glasses
- Gloves

Additional PPE:

- Arc Flash Protection
- Hearing Protection
- Respiratory Protection

15.0 ACCIDENT REPORTING & RIDDOR

All incidents shall be reported immediately.

Investigations shall identify:

- Root causes.
- Corrective actions.
- Lessons learned.

RIDDOR reporting shall be completed where required.

16.0 ENVIRONMENTAL MANAGEMENT

FlowCore shall:

- Reduce waste.
- Recycle materials.
- Prevent pollution.
- Protect local environments.
- Use licensed waste carriers.

17.0 SUBCONTRACTOR MANAGEMENT

Subcontractors shall provide:

- Insurance
- RAMS
- Competence records
- Training records

Performance shall be monitored throughout projects.

18.0 EMERGENCY ARRANGEMENTS

FlowCore maintains:

- First Aid arrangements.
- Fire procedures.
- Emergency contacts.
- Incident escalation procedures.

Emergency cable repair services are available 24 hours a day, 7 days a week throughout the UK.

19.0 POLICY REVIEW

This policy shall be reviewed annually or sooner where:

- Legislation changes.
- Business activities change.
- Significant incidents occur.

20.0 WORKING AT HEIGHT

Policy

FlowCore MEP Ltd recognises that working at height presents one of the highest risks of serious injury and fatality within the construction and engineering sectors.

All working at height activities shall be planned, supervised and carried out by competent personnel using suitable equipment.

Responsibilities

Project Managers and Supervisors shall ensure:

- Work at height is avoided where possible.
- Collective protection measures are prioritised.
- Suitable access equipment is selected.
- Equipment inspections are completed.
- Rescue plans are available where required.

Approved Equipment

- Mobile Elevated Work Platforms (MEWPs)
- Scaffold Towers
- Fixed Scaffolding
- Podiums
- Ladders (short duration works only)

Inspections

Equipment shall be inspected:

- Before first use.
- After modification.
- Following adverse weather.
- At intervals required by legislation.

21.0 COSHH

Policy

FlowCore MEP Ltd shall control exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations.

Typical Substances

- Adhesives
- Sealants
- Solvents
- Cleaning products
- Paints
- Lubricants
- Resins
- Jointing compounds

Control Measures

- COSHH assessments
- Safety data sheets
- Suitable PPE
- Ventilation
- Secure storage
- Spill control measures

22.0 FIRE SAFETY

Objectives

FlowCore MEP Ltd shall:

- Prevent fire.
- Protect personnel.
- Protect property.
- Ensure emergency evacuation.

Controls

- Hot work permits.
- Fire extinguishers.
- Emergency exits.
- Fire drills.
- Housekeeping standards.

Hot Works

Where hot works are required:

- Permit issued.
- Area inspected.
- Fire watch implemented.
- Extinguishers available.

23.0 PERMIT TO WORK SYSTEM

Purpose

To control high-risk activities.

Activities Requiring Permits

- Electrical isolation
- HV switching
- Hot works
- Excavations
- Confined spaces
- Roof access
- Live plant areas

Requirements

Permits shall:

- Define scope.
- Identify hazards.

- Confirm controls.
- Be signed by authorised persons.

24.0 DATA CENTRE WORKING

Policy

FlowCore MEP Ltd undertakes works within operational data centre environments where service interruption may have significant consequences.

Controls

- Client permit systems.
- Change management procedures.
- Controlled commissioning.
- Enhanced supervision.
- Out-of-hours working where required.

Typical Activities

- HV infrastructure.
- LV distribution.
- Cooling systems.
- Pipework installations.
- UPS systems.
- Generator interfaces.

25.0 SOLAR FARMS & RENEWABLE ENERGY

Scope

- Solar PV arrays.
- Inverters.
- Battery storage.
- Grid connections.
- Transformers.

Controls

- DC isolation procedures.
- Arc flash awareness.
- Earthing verification.
- Inverter commissioning.
- String testing.

Testing

Systems shall be tested prior to energisation and records retained.

26.0 EMERGENCY CABLE REPAIRS

Service

FlowCore MEP Ltd provides 24-hour emergency response services throughout the UK.

Works Include

- HV cable repairs.
- LV cable repairs.
- SWA cable repairs.
- Underground cable repairs.
- Overhead cable repairs.
- Cable jointing.
- Fault finding.
- Emergency power restoration.

Testing

All repaired systems shall be tested prior to re-energisation.

27.0 SUBCONTRACTOR MANAGEMENT

Requirements

Subcontractors shall provide:

- RAMS

- Insurance certificates
- Competence records
- Training records
- Plant certification

Monitoring

FlowCore shall:

- Conduct audits.
- Carry out inspections.
- Monitor performance.
- Remove non-compliant contractors.

28.0 ENVIRONMENTAL MANAGEMENT

Objectives

FlowCore MEP Ltd shall:

- Minimise waste.
- Prevent pollution.
- Protect watercourses.
- Promote recycling.

Controls

- Segregated waste streams.
- Licensed waste carriers.
- Spill kits.
- Fuel storage controls.

29.0 ACCIDENT REPORTING & RIDDOR

Reporting

All incidents, accidents and near misses must be reported immediately.

Investigation

Investigations shall identify:

- Root causes.
- Contributing factors.
- Corrective actions.

RIDDOR

Where required, incidents shall be reported to the HSE in accordance with current legislation.

30.0 EMERGENCY ARRANGEMENTS

First Aid

Adequate first aid provision shall be maintained.

Emergency Contacts

Emergency contact details shall be available on all projects.

Incident Escalation

Serious incidents shall be reported immediately to:

Robert Loughran Director – FlowCore MEP Ltd

31.0 POLICY REVIEW

This policy shall be reviewed:

- Annually.
- Following significant incidents.
- Following legislative changes.
- Following changes in business activities.

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